

# Now Advertised!

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## Information Receptionist GS-304-04

**Kaibab National Forest, North Kaibab Ranger District, Fredonia, AZ**



### **The Position**

The Kaibab National Forest will soon fill a Information Receptionist position on the North Kaibab Ranger District, located on the north side of Grand Canyon. The district lies on the Kaibab Plateau, 30 miles south of Fredonia, Arizona, where the district office is located.

This position's duties include, but are not limited to: greeting visitors; answering and routing phone calls; providing verbal and written information concerning the US Forest Service, the North Kaibab Ranger District, and surrounding area; maintaining and accounting for money collected by selling US Forest Service maps, fuel wood permits, Christmas tree tags and recreation passes; use of computers to enter permits and respond to e-mail inquiries; and miscellaneous clerical duties such as copying, routing incoming /outgoing mail and faxes.

Candidates should possess or have the ability to learn the following: the use of tact, courtesy, poise, and good judgment while working with the general public; computer skills; knowledge of cash handling procedures and transmission of funds to the unit collection officer; good recordkeeping practices; punctuality and reliability; and ability to multi-task.

## How to apply

The position is advertised at the GS-4 level in the 0304 Information Receptionist job series. This position is advertised at [www.usajobs.com](http://www.usajobs.com) and [www.avuecentral.com](http://www.avuecentral.com). The announcements will close September 19, 2011. All applications should be completed and certified by that date to be considered.

Announcement 11-03070003-5013DP-DQ is open to all U.S. citizens. Announcement 11-03070003-5013G-DQ is open to individuals with permanent appointments with the federal government. Information about qualifying for the job series advertised is available at [www.opm.gov](http://www.opm.gov).



## The Forest

The Kaibab National Forest is part of the largest contiguous ponderosa pine forest in North America. The forest consists of three districts totaling 1.6 million acres that border both the north and south rims of the Grand Canyon. Wildlife is abundant and includes elk, deer, pronghorn antelope, turkey, coyote, black bear and mountain lion. Spanning from north-central Arizona to the Utah border, the Kaibab National Forest offers breathtaking views, unusual geologic formations, diverse recreation and more.

Vegetation varies by elevation. The lowest point on the forest is 3,500 feet in the southwest corner and the highest is 10,418 feet at the summit of Kendrick Peak. Near desert-like conditions exist at the lower canyon elevations, changing to piñon-juniper woodlands, the ponderosa pine belt and mixed conifer forests of pine, spruce and aspen as the elevation rises.



## The District

The North Kaibab Ranger District program areas include forest and rangeland vegetation management, fire/fuels, wildlife, recreation, wilderness and heritage resource management.

The district's fire/fuels management program includes wildland fire use and management-ignited fire (treating 5,000 to 10,000 acres annually). There is limited but significant wildland-urban interface on the Kaibab Plateau along the major travel routes to Grand Canyon National Park. Fire season generally occurs from mid-May through early to mid-July, with most fires caused by lightning.

The district is home to the largest number of northern goshawks in the lower 48 states, a bison herd, California condors, the Kaibab squirrel and a renowned mule deer population, among other wildlife. Key recreation areas on the district include Saddle Mountain and Kanab Creek Wildernesses, the 18-mile Rainbow Rim Trail along the edge of Grand Canyon, and the Great Western and Arizona Trails.

The district has an unusually high number of archaeological sites, pictographs and petroglyphs from a human presence around the Kaibab Plateau dating back at least 10,000 years. Given the close proximity of many indigenous populations, the heritage program is constantly engaged in locating, protecting and studying the historical resources of the area. The plateau is also rich in a more recent history of occupation by Mormon settlers and the creation of the Grand Canyon National Game Preserve by Teddy Roosevelt.



## The Local Area

The area is rural in character with full-service communities nearby. The North Kaibab Ranger Station is located in [Fredonia, Arizona](#). Fredonia's population is approximately 1,100, with K-12 schools, a post office, churches, several small motels, and gas stations.

[Kanab, Utah](#), seven miles north of Fredonia, has approximately 3,500 residents. It offers K-12 schools, a post office, two grocery stores, several motels and restaurants, a nine-hole golf course, a movie theatre, a playhouse, a hospital, a number of churches, miscellaneous retail stores, and a community chorus and orchestra.

Larger communities such as [Page, Arizona](#) (90 miles east) and [St. George, Utah](#) (80 miles west) offer additional shopping, larger medical facilities, malls and commercial airports for smaller aircraft.

Federal land management agencies and Native American tribes play a prominent role in the area. The district is bordered by [Grand Canyon National Park](#) to the south, [Vermilion Cliffs National Monument](#) (BLM) to the east, [Grand Staircase-Escalante National Monument](#) (BLM) and the [Arizona Strip](#) (BLM) to the west.

In addition to adjacent federal lands, the area affords unparalleled access to some of the most beautiful landscapes in the Southwest. Grand Canyon, [Zion](#), and [Bryce Canyon National Parks](#) are easy day trips from Fredonia and Kanab, as are the [Dixie National Forest](#) and several [Utah state parks](#). [Arches](#) and [Canyonlands](#) National Parks are within a half day drive.

Climate depends on elevation. Summers are generally sunny and hot, ranging from average highs of 90 to 100 degrees in Fredonia, Kanab and the lower red rock elevations, to a delightful 70 to 80 degrees in the higher elevations of the forest.

The southwestern monsoon season delivers summer thunderstorms and rain from early July through early September. Winters are mild at the lower elevations (4900 feet) in our communities, with highs in the 30s and 40s, and lows in the teens and 20s. Higher elevations on the forest often see four or more feet of snow.

Government housing is not available. Rental houses and apartments are available in Fredonia and Kanab, but can be difficult to find during spring and summer months, ranging from \$500 to \$1,000/month.

## For More Information

Contact Ramona Riddle at 928-643-8115 or [rriddle@fs.fed.us](mailto:rriddle@fs.fed.us).